

DEPARTMENT OF GENERAL SERVICES
RECORDS MANAGEMENT DIVISION
RECORDS RETENTION AND DISPOSAL SCHEDULE

Schedule No. **C 897**

Page 1 of 1

Agency **HOWARD COUNTY GOVERNMENT**

Division/Unit **DPW-ENG.
TRANSPORTATION PROJ. &
WATERSHED MGMT.**

Item No.	Description	Retention
	<p>SUPERCEDES C-566-4</p> <p>All electronic media records will be created and stored using a system that is in compliance with Comar 14.18.04. Permanent records will transferred to MSA on CD stored as "Tif" files with the retrieval software embedded on the CD.</p>	

Schedule Approved by Department, Agency, or
Division Representative.

Date 2/15/99

Signature *Phyllis L. Pritchett*

Typed Name **Phyllis L. Pritchett**

Title **Records Management Officer**

Schedule Authorized by State Archivist

Date **FEB 03 2000**

Signature *Edward C. Saperstein*

**DEPARTMENT OF GENERAL SERVICES
RECORDS MANAGEMENT DIVISION
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Schedule No. C897

Page 1 of 2


Agency HOWARD COUNTY GOVERNMENT	Division/Unit DEPARTMENT OF PUBLIC WORKS, BUREAU OF ENGINEERING TRANSPORTATION PROJECTS & WATERSHED MGMT. DIVISION
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Item No.	Description	Retention
1.	<p><u>PROJECT FILE :</u></p> <ul style="list-style-type: none"> ■ <u>Maps</u>, project location maps, hydrology models showing ultimate inflows and outflows, topographic survey maps. <u>Drawings</u>, of proposed facilities/road, extensions in existing areas. ■ <u>Bidders' Package</u> will contain bidder information, proposal forms, specifications to be followed by bidder in constructing facility, signed contract between Contractor and Howard County and/or Engineering Agreement with Consultant, and the Performance Bond of Contractor. ▸ <u>Contract Specs/Plans</u> Specifications consist of data complementary to architectural and engineering drawings. This file contains record copy for each project administered and supervised by the Bureau of Engineering. ■ <u>Correspondence</u> <ul style="list-style-type: none"> ▸ Progress Reports from consultant. 	<p>Retain one (1) official copy until project completion; then destroy, except hydrology models retain permanently. Transfer periodically to MSA.</p> <p>Retain one (1) official copy until project completion; then destroy.</p> <p>Retain for three (3) years after project close-out (formal acceptance); then destroy.</p> <p>Retain permanently. Forward copy to MSA</p> <p>Destroy three (3) years after closed-out (formal acceptance).</p>

Schedule Approved by Department, Agency, or Division Representative.

Date 1/12/00

Signature

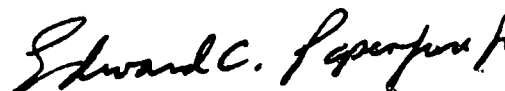


Typed Name Ronald G. Lepson

Schedule Authorized by State Archivist

Date FEB 03 2000

Signature



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Page 2 of 2

Agency HOWARD COUNTY GOVERNMENT

Division/Unit DEPARTMENT OF PUBLIC WORKS,
BUREAU OF ENGINEERING
TRANSPORTATION PROJECTS &
WATERSHED MGMT. DIVISION

Item No.	Description	Retention
	<ul style="list-style-type: none">■ <u>Correspondence (continued)</u><ul style="list-style-type: none">■ Miscellaneous correspondence between Project Engineer and Consultant/Contractor requesting certain items/information. Correspondence between Bell Atlantic and BG&E, reference effect of construction of facilities.▸ Feasibility Studies▸ Comments from other agencies, reference project.	<p>Destroy when all parties are satisfied that activity has been completed.</p> <p>Destroy when recommendation implemented/not implemented, retain otherwise for three (3) years, then destroy.</p> <p>Destroy when final action is taken on comments or after three (3) years.</p>